



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

**September 13, 2016**

**JOB # 2016-041**

**PLEASE POST**  
**ANTICIPATED OPENING**

**POSITION:** Assistant City Treasurer/Tax Collector  
Treasurer/Collector Office

**HOURS OF WORK:** Monday – Friday 8am – 4pm  
35 hours per week

**SALARY:** \$63,010 - \$73,948  
(According to Administrative/Professional Positions Salary Schedule)

**GENERAL STATEMENT OF DUTIES:**

Employee works under the general supervision of the City Treasurer/Tax Collector. Position is responsible for providing administrative, technical, and customer support to the City Treasurer/Tax Collector within the Collector/Treasurer's Office. Work includes receiving tax payments and tax title accounts, processing turnovers, reconciling accounts, providing customer service, distributing paychecks, processing accounts receivables, performing data entry, maintaining and updating records, compiling and maintaining information for department and public use, and providing other assistance as required for the department.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Responds to inquiries from the public or other city department on the phone, in person, in writing; provides information and assistance when possible, or refers individual to the appropriate person for assistance.

Shall assist in supervising staff in responding to customer relations regarding billing issues and participate in the resolution of more complex or difficult customer relations.

Maintains and updates department files, records, and/or database information. Posts real estate, excise, water/sewer payments into the department database. Oversees the process for distribution of municipal lien certificates in a timely manner.

Preparation of Turnovers to the Treasurer/Tax Collector. Receives all turnover sheets daily, verifies information, and prepares balance sheets for the end of the day reconciliation. Maintains tax title accounts annually, maintains payment records. Researches bank adjustments and makes corrections as needed. Balances vendor accounts monthly on spreadsheet.

Processes accounts receivables for several departments, maintains records of accounts. Maintains and reconciles bank accounts monthly, enters information onto corresponding spreadsheets; maintains records of checks returned for insufficient funds. Prepares monthly reconciliation of Deputy Collector's accounts by spreadsheet on a monthly basis. Processes betterment releases received. Submits department payroll and maintains attendance/leave records/balances. Prepare departmental bill schedules.



# Haverhill

Human Resources Department, Room 306

Phone: (978) 374-2357 Fax: (978) 374-2343

Denise McClanahan, HR Director – [dmccclanahan@cityofhaverhill.com](mailto:dmccclanahan@cityofhaverhill.com)

Sheila Pelczar, HR Technician – [spelczar@cityofhaverhill.com](mailto:spelczar@cityofhaverhill.com)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

## **QUALIFICATIONS:**

Five years of increasingly responsible experience in tax billing and collections, bookkeeping, banking and cash reconciliation required. Thorough knowledge of governmental accounting, budgeting, finance principles/practices and modern principles/procedures governing municipal budgeting control. Must have knowledge of Massachusetts municipal finance laws, Department of Revenue (DOR) regulations and other applicable laws. Degree in Accounting, Business Administration or Finance is preferred but not required. An equivalent combination of education and experience may be substituted.

Proficiency in computer programs and applications. Must have strong organizational skills and be detail oriented. Knowledge of BudgetSense, SoftRight, and Harpers Payroll programs preferred. Ability to interact in a positive and effective manner with employees/constituents.

## **PHYSICAL DEMANDS:**

Position is sedentary in nature. Ability to walk or stand continuously throughout the day and frequent movement in and out of office. Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer, and to attend meetings at various sites within the City (which may include evening meetings); strength to lift and carry materials weighing up to 20 pounds; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Workday may exceed more than seven (7) hours. Attendance is mandatory.

## **CLOSING DATE:**

## **OPEN UNTIL FILLED**

## **SUBMIT COVER LETTER, RESUME AND APPLICATION TO:**

**Denise McClanahan, Human Resources Director  
City of Haverhill  
4 Summer Street Room 306  
Haverhill, MA 01830**

"The City of Haverhill is an Equal Opportunity/Affirmative Action Employer."

APPLICATION IS AVAILABLE ONLINE AT:

[http://www.haverhillma.gov/departments/human\\_resources/job\\_opportunities.php](http://www.haverhillma.gov/departments/human_resources/job_opportunities.php)

**Application can be saved and sent as attachment when applying online. Email should be sent to [hrd@cityofhaverhill.com](mailto:hrd@cityofhaverhill.com). PLEASE REFERENCE JOB # 2016-041 WHEN APPLYING ONLINE.**